



THE NATIONAL REGISTER OF HISTORIC PLACES

A Concise Guide to the Listing Process



The process of listing a property in the National Register is designed to be logical and accessible to the general public. It does, however, involve a substantial investment of time and requires efforts from a number of individuals and organizations. The process exists to allow a thorough review of the property and consideration of its worthiness for preservation. While at first glance the process may appear complicated, it is actually divided into a series of discrete steps that carry the property from its initial identification, documentation of its historic value, review by a number of professional authorities, and finally to nomination and listing.

There are several responsible parties involved in the nomination process. First and foremost is the property's proponent, the individual or group interested in the protection of a historic property. The proponent might be an individual property owner seeking recognition of the property's value and ways to preserve it or a group such as a neighborhood association, seeking to list their homes as a National Register Historic District. The proponent may even be a local government looking to incorporate National Register properties into their planning efforts. These primary parties have the responsibility of researching the background of the property(ies) and writing the nomination form that justifies inclusion in the Register. The coordinator of the listing process, the person who provides guidance to the primary parties and sees the nomination through the various steps, is the State Historic Preservation Officer (SHPO). The SHPO is assisted by a professional staff representing the fields of history, architecture, architectural history, and archaeology.

The following description of the National Register Review Process is designed to assist proponents of historic properties in understanding the various phases of the NRN review process in the State of Arizona.



The Spanish colonial-era San Xavier Mission is listed in the National Register of Historic Places

PHASE 1: Identification and Initial Review

The first step in the nomination process is to identify whether a particular property is eligible for listing. The National Register has a set of standards or criteria that define what it means for a property to be deemed "historic." These criteria establish the framework for evaluating the significance and physical character of the property. Initial identification of a property usually occurs in one of two ways. The SHPO and other agencies around the state regularly engage in surveys of historic cultural resources. These surveys identify properties and evaluate them under the National Register criteria. A **Determination of Eligibility** for subsequent inclusion in the National Register is made by the SHPO.

Many areas of the state have not been surveyed. Thus, it may be the interested party's responsibility to gather the necessary information to evaluate the property's significance and integrity. This is done by completing an **Arizona Historic Property Inventory Form** and sending it to SHPO at 1300 West Washington, Phoenix AZ 85007. This form provides information for a preliminary review by the SHPO. It is reviewed according to the National Register criteria for evaluation to determine if sufficient information is provided to justify the historical significance and integrity of the property.



The Titan II Missile Site in Green Valley is listed in the National Register for its association with the Cold War.

If the property appears to meet the criteria, and also meets standards regarding its physical condition, the property is considered potentially eligible for listing in the National Register. If there is not enough information provided for the evaluation, the form is returned with comments for revision. If the property does not meet the criteria for evaluation, or if its physical integrity is compromised, the nomination form is returned to the person or group that prepared it with the SHPO opinion that the property is not eligible for listing in the National Register. An explanation of why the property does not appear to meet the criteria accompanies the returned nomination form. On occasion, the SHPO may request a review of the property for a determination of eligibility by the Historic Sites Review Committee (HSRC), an advisory board that meets a minimum of three times annually.

If the property is eligible, the property proponent will complete and send to SHPO a **National Register Nomination Form (NPS Form 10-900)** including the items listed on the **SHPO NRN Checklist**.

PHASE 2: Preparation of National Register Nomination Form and Review by SHPO Staff

During review, the SHPO staff assesses the nomination for historical accuracy and technical merit to see if it meets the National Register criteria for listing. Editorial comments and requests for revisions may be made by SHPO staff at this time to either clarify or strengthen the nomination. Comments will be provided to the preparer. The preparer has sixty days to respond to the staff's comments. If no response has been received in sixty days, the nomination will be returned to the holding group.

In the case of properties owned by public agencies, the SHPO works closely with administrators and managers to provide ample opportunity for comment and interaction during the National Register nomination process. If SHPO staff concurs that the nomination contains sufficient information to demonstrate the property's significance and integrity, the nomination will be scheduled for upcoming public hearing by the Historic Sites Review Committee (HSRC).



The Mary Colter-designed La Posada Hotel in Winslow is listed in the National Register for its association with early 20th Century railroad transportation in Arizona.

PHASE 3: Historic Sites Review Committee Public Hearing

The Historic Sites Review Committee (HSRC) is Arizona's official National Register review board as mandated by the amended Historic Preservation Act of 1966. Its nine members represent professional fields of history, architecture, prehistoric and historic archaeology, and other related disciplines. The HSRC examines and evaluates the nomination form and documentation, determines if the nominated property meets the National Register criteria for evaluation, and makes a recommendation to the SHPO to approve or disapprove the nomination. The committee may suggest revisions to the nomination form or recommend that the property not be nominated. The SHPO and staff consider the recommendation and suggested revisions.

The state is required by federal regulation (36 CFR 60) to notify property owners and local elected officials "at least thirty but not more than seventy-five days" before the public hearing. Notification is accomplished by individual letters sent to property owners, except in the case of historic districts containing fifty or more properties in which a legal notice is published in the local newspaper. The purpose of this notification is to provide notice of the state's intent to nominate the property and to solicit comments.



Catlin Court Historic District, Glendale, plays a vital role in that city's plans to revitalize its downtown.

Special notification of sixty days is provided if a community is a Certified Local Government (CLG). During this period, any owner or owners of a private property may object to the listing by submitting a notarized statement to that effect. This may or may not affect the actual listing of a property (see below). Formal review of the nomination by the HSRC at a public hearing occurs at the end of the notification period.

PHASE 4: SHPO Nominates

Nominations considered by the HSRC, along with comments received from the public, are reviewed by the SHPO. At this time the SHPO staff may choose to make minor editorial revisions and/or request additional revisions per the comments of the HSRC. Once the State Historic Preservation Officer finds that the nomination is adequately documented; technically, professionally, and procedurally correct; and is in conformance with National Register criteria for evaluation, the SHPO will then submit the nomination to the Keeper of the National Register at the National Park Service in Washington, D. C.

The SHPO officially nominates a property by signing the nomination form. The signed form is sent to the Keeper of the National Register along with any notarized statements of objection. The decision of the SHPO to nominate (or not to nominate) may be appealed to the Keeper of the National Register.

PHASE 5: Listing in the National Register

When the nomination is received at the National Register Office in Washington, it is reviewed by the staff of the Keeper of the National Register (the Keeper). If approved, the Keeper will list the property in the National Register within 45 days. However, the Keeper may also return the nomination for additional information from the SHPO, or reject the nomination. If the property owner (or - in the case of a historic district - the majority of such owners) objects to the listing, the Keeper shall review the nomination and make an official determination of eligibility instead of listing the property.

Once a property has been listed in or determined eligible for the National Register, the Keeper notifies the SHPO. The SHPO then notifies the property owner, individuals, or groups that helped with the nomination, and local elected officials by letter, or in the case of historic districts containing fifty or more properties, by legal notice. The SHPO notification usually occurs within ten days after the Officer receives notification from the Keeper.

For additional information or to download NRN forms visit the Arizona State Historic Preservation Office (SHPO) website: <http://www.azstateparks.gov> or contact Vivia Strang, National Register Coordinator, 602.364.0628.